OCLC Access & Authorization Web Form Screenshots and Instructions for BIBCO Libraries

https://www.oclc.org/app/sysacc/header.pl

If the link above does not work please go to http://oclc.org/toolbox.en.html and choose the link there for Access and Authorization under Forms in the left hand column

These slides are in 2 groups.

The first group [Slides 3-9] covers when an existing authorization is being changed for whatever reason (e.g. change password, change operator name, etc.).

The second group [Slides 10-16] covers when an entirely new authorization needs to be set-up (e.g. for a new hire, etc.).

These slides are illustrative only

When you fill out the webform please include your name and institution information.

If you have any questions please write to enhance@oclc.org

If you need help filling out the webform please contact OCLC Support:

https://www.oclc.org/support/contact-support.en.html

1ˢᵗ Screen – Change Existing Authorization

Please fill in the blanks with your institution or Funnel information; all fields on this screen are required as denoted by ***** [this is true throughout the web form]
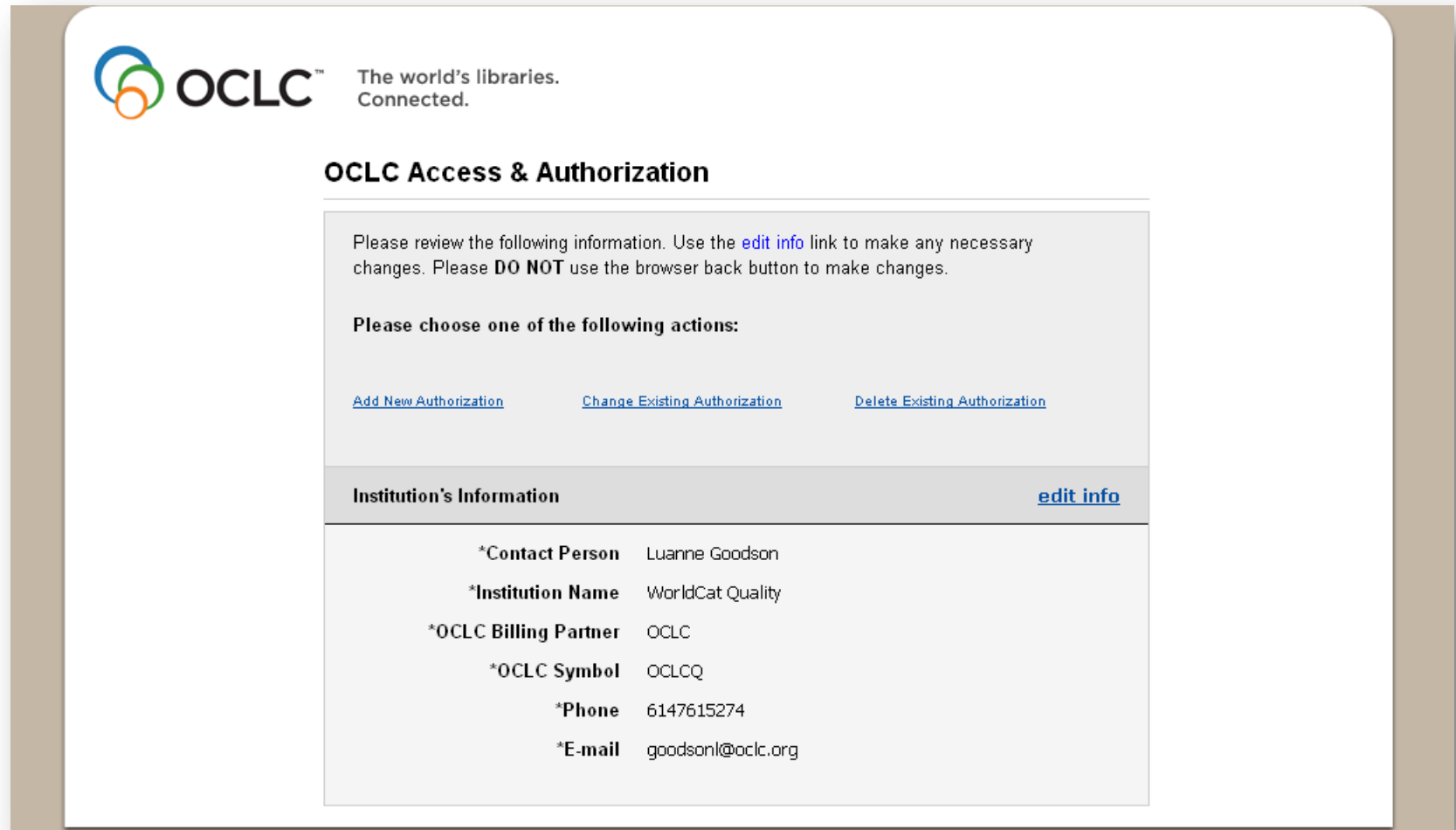
2nd Screen – Change Existing Authorization

For this example Choose the Hotlink in the center that reads

Change Existing Authorization

3rd Screen – Change Existing Authorization
Provide the Authorization Number to which you wish to have changes applied; otherwise only the Default Service need be selected [e.g. Cataloging (Includes Local Holdings Maintenance)]

4th Screen – Change Existing Authorization

BIBCO libraries: under Cataloging Service Options from the pull-down menu below Cataloging Service Mode be sure to choose ENN—Enhance (National). When you do a new area opens up: Authorized Formats, you must select which formats your library needs applied. Then enter your library's MARC Organization Code in the Special Instructions box (codes can be found here: http://www.loc.gov/marc/organizations/orgshome.html)

OCLC Access & Authorization
5th Screen- Change Existing Authorization
This is simply a Review option – you must click the **Add Request** button to go to the final screen

OCLC Access & Authorization

Please review the following information. Use the edit info link to make any necessary changes. Please **DO NOT** use the browser back button to make changes.

If the following information is correct, add the request to the order by clicking on the add request button. **NOTE:** You will have an opportunity to cancel this order on the following page.
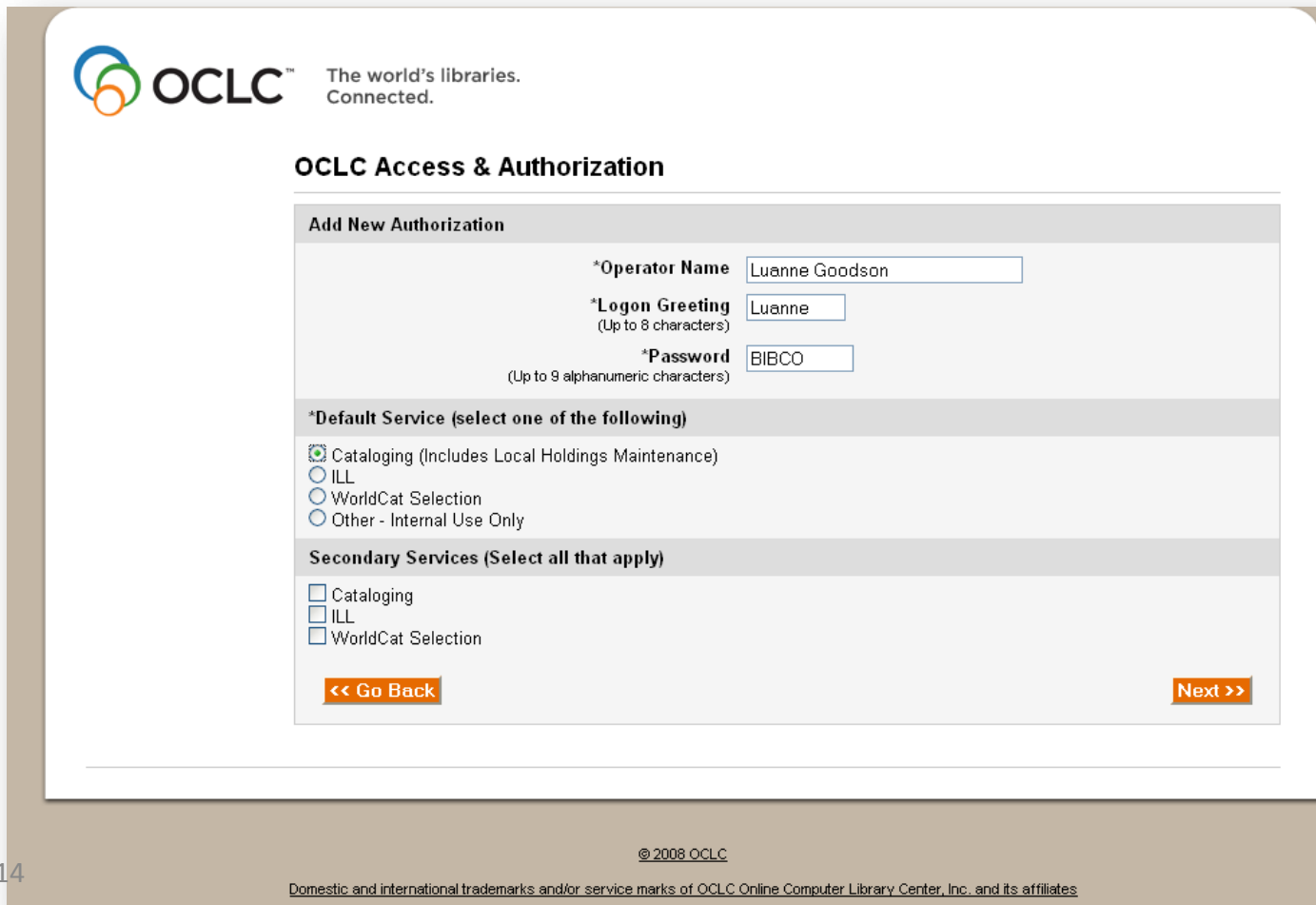
Institution's Information	edit info
*Contact Person	Luanne Goodson
*Institution Name	OCLC
*OCLC Billing Partner	OCLC
*OCLC Symbol	OCLCQ
*Phone	6147615274
*E-mail	goodsonl@oclc.org

Change Authorization	edit info
*Authorization Number	100-236-959
*Default Service	Cataloging Service
Cataloging Service Mode<	ENN--Enhance (National)
Local Holdings Maintenance Level	
Authorized Formats	BKS--Books
Default Classification Scheme	
Additional Classification Schemes	-
Default Subject Heading	
Additional Subject Headings	-
Special Instructions (if applying for NACO authorization please provide your institution's MARC21 Organization Code)	OCoLC

Add Request

6th Screen – Change Existing Authorization

Please note: your request will
not go to OCLC *until*
Submit Order is chosen on this screen
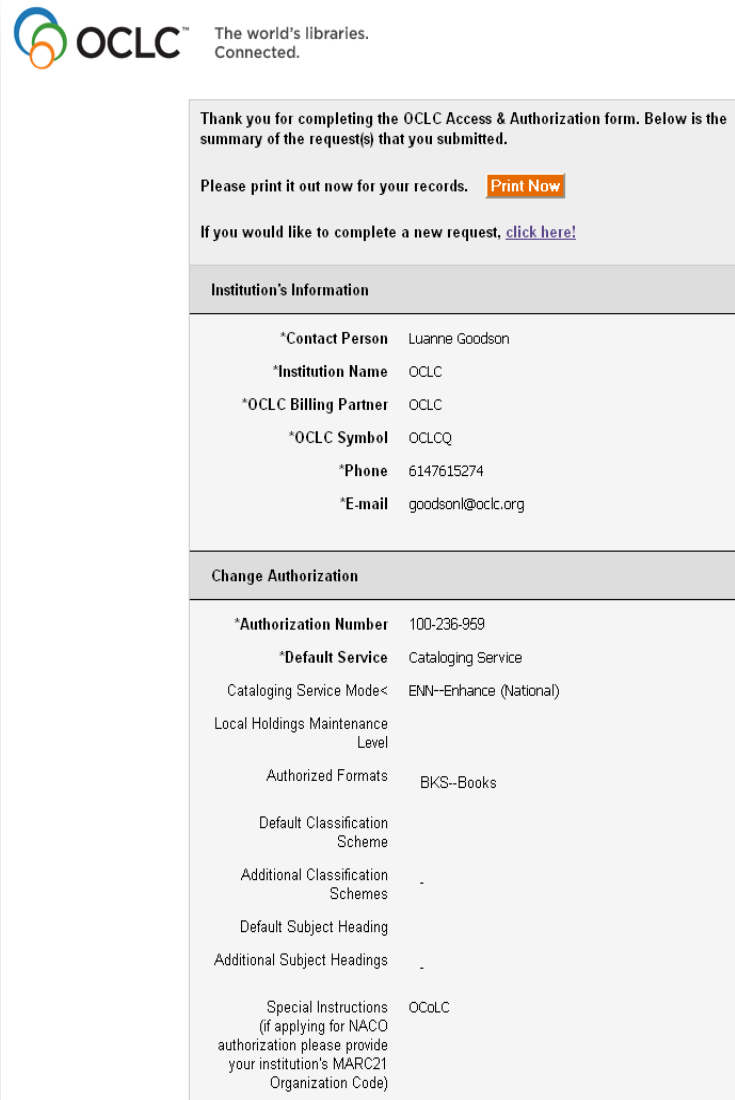
After you choose Submit Order a confirmation screen will appear, like below – this is the **FINAL screen**. Please save an electronic version on your computer in case there should be any trouble with transmission.
OCLC Order Services staff normally turn these around in a matter of days, at which point an email is sent to the person whose contact information was included at the beginning of the form. If an email is not received after 7 business days, please send the electronic version you saved on your computer to enhance@oclc.org and we will process it from there.

1ˢᵗ Screen – Add New Authorization

Please fill in the blanks with your institution or Funnel information; all fields on this screen are required as denoted by ***** [this is true throughout the web form]
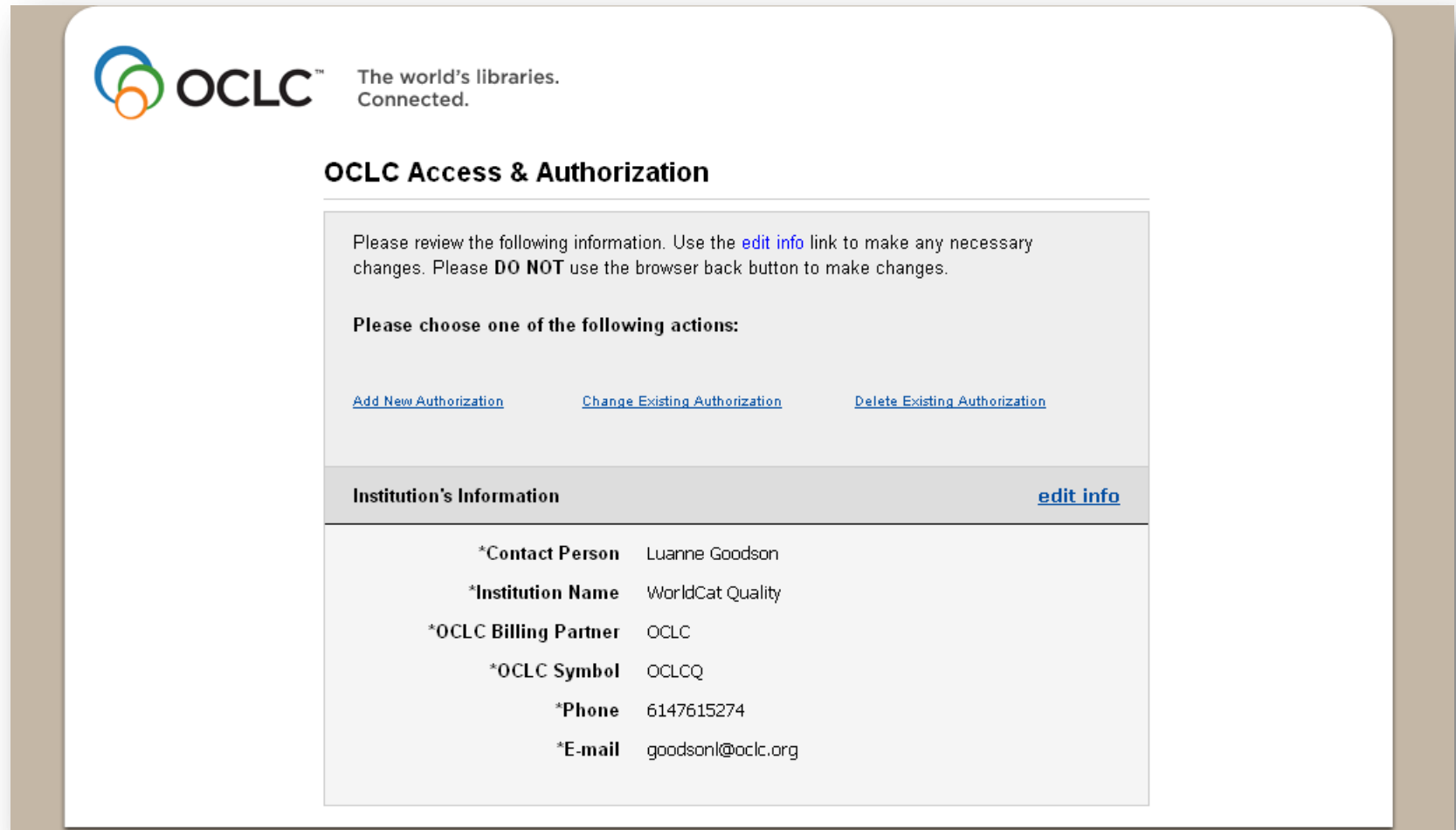
2ⁿᵈ Screen – Add Existing Authorization

For this example Choose the Hotlink in the center that reads

[Add New Authorization](#)

OCLC Access & Authorization
3ʳᵈ Screen – Add New Authorization

This option is for an entirely new number
[in most cases the level can simply be changed to an existing number e.g. from FUL to ENN]

4th Screen – Add New Authorization

OCLC Access & Authorization

Add New Authorization

*Operator Name:	Luanne Goodson
*Logon Greeting:	Luanne
*Password:	BIBCO
*Default Service:	Cataloging Service

For current WebDewey subscribers only:

☐ Include WebDewey access with this Cataloging authorization.

Cataloging Service Options (see Description of modes):

*Cataloging Service Mode   Local Holdings Maintenance Level

[ENN--Enhance (National) ▼]   [Select one: ▼]

Note: The Local Holdings Maintenance (LHM) Level will automatically be chosen based on your Cataloging Service Mode; you have the option to change the default LHM Level if appropriate.

Authorized Formats: (Use with ENH or ENN Cataloging *only*.   Description of Formats
Your institution must be approved for Enhanced status)

Select all that apply:

☑ BKS--Books   ☐ MIX--Mixed Materials Format

☐ COM--Computer Files   ☐ REC--Sound Recordings

☐ SCO--Scores   ☐ VIS--Visual Materials

☐ MAP--Maps

May 8, 2014

Additional Classification Schemes

Select all that apply:

☐ CAN--Call Number/Class Number assigned in Canada (055)   ☐ NAL--National Agricultural Library (070, 072)

☐ DEW--Dewey Decimal System (082, 092)   ☐ NLM--National Library of Medicine (060, 096, 069)

☐ GOV--Government Documents (086, 074, 037)   ☐ UDC--Universal Decimal Class (080)

☐ LC--Library of Congress (050, 090)

Subject Headings: (Cataloging *only*)   Description of Headings

*Default Subject Heading

[SEARS--Sears (2d ind. 8) ▼]

Additional Subject Headings
Select all that apply:

☐ LC--Library of Congress (2d ind. 0)   ☐ NLC/E--National Library of Canada/English (2d ind. 5)

☐ LC/AC--Library of Congress/Annotated Card (2d ind. 1)   ☐ NLC/F--National Library of Canada/French (2d ind. 6)

☐ LOCAL--Local Class number (field 699)   ☐ OTHER--Other (2d ind. 7)

☐ MESH--Medical (2d ind. 2)   ☐ SEARS--Sears (2d ind. 8)

☐ NAL--National Agriculture Library (2d ind. 3)

Special Instructions
(if applying for NACO authorization please provide your institution's MARC21 Organization Code)

OCoLC

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5th Screen – Add New Authorization

This is simply a Review option – you must click the Add Request button to go to the final screen

6th Screen – Add New Authorization

Please note: your request will
not go to OCLC *until*
Submit Order is chosen on this screen

After you choose Submit Order a confirmation screen will appear, like below – this is the **FINAL screen**. Please save an electronic version on your computer in case there should be any trouble with transmission.
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OCLC The world's libraries. Connected.

Thank you for completing the OCLC Access & Authorization form. Below is the summary of the request(s) that you submitted.

Please print it out now for your records.   **Print Now**

If you would like to complete a new request, click here!

Institution's Information

*Contact Person	Luanne Goodson
*Institution Name	OCLC, Inc.
*OCLC Billing Partner	OCLC
*OCLC Symbol	OCLCQ
*Phone	614-761-5274
*E-mail	goodsonl@oclc.org

Add Authorization

*Operator Name	National Enhance
*Logon Greeting	BIBCO
*Password	PCC
*Default Service	Cataloging Service
Cataloging Service Mode<	ENN--Enhance (National)
Local Holdings Maintenance Level	
Authorized Formats	BKS--Books
Default Classification Scheme	LC--Library of Congress (050, 090)
Additional Classification Schemes	-
Default Subject Heading	LC--Library of Congress (2d ind. 0)
Additional Subject Headings	-
Special Instructions (if applying for NACO authorization please provide your institution's MARC21 Organization Code)	OCoLC